

SCAO Approved Court Forms - New and Revised

The following SCAO Approved court forms were distributed to courts and printers in December of 2005.

The following forms contain a revision date of 9/05 unless noted otherwise. Previous versions of these forms can be used until stock is depleted except as noted. Below are the form titles.

PC Forms

PC 548, Authorization to Release Will Held for Safe Keeping (use with corrections)

PC 549 - Petition to Establish Death of Accident or Disaster Victim (use with corrections)

PC 550, Order Establishing Death of Accident or Disaster Victim (use with corrections)

PC 556, Petition and Order for Assignment (use with corrections)

PC 557, Notice of Intent to Request Informal Appointment of Personal Representative

PC 558, Application for Informal Probate and/or Appointment of Personal Representative (use with corrections)

PC 559, Petition for Probate and/or Appointment of Personal Representative (use with corrections)

PC 563a, Publication of Notice

PC 564, Proof of Service

PC 565, Testimony, Interested Persons

PC 568, Register's Statement

PC 569, Order of Formal Proceedings

PC 570, Bond of Fiduciary

PC 572, Letters of Authority for Personal Representative

PC 573, Notice of Appointment and Duties of Personal Representative

PC 574, Notice to Creditors

PC 577, Inventory

SCAO Approved Court Forms - New and Revised (continued)

PC Forms (continued)

PC 582, Selection of Homestead Allowance and Exempt Property, Petition and Order for Family Allowance (cannot use after 12/31/05)

PC 583, Account of Fiduciary, Short Form

PC 584, Account of Fiduciary, Long Form

PC 585a, Petition to Allow Account(s)

PC 586, Petition and Order

PC 587, Notice of Continued Administration

PC 593, Petition for Complete Estate Settlement, Testacy Previously Adjudicated

PC 594, Petition for Adjudication of Testacy and Complete Estate Settlement

PC 595, Order for Complete Estate Settlement

PC 598, Affidavit of Decedent's Successor for Delivery of Certain Assets Owned by Decedent

PC 603, Petition and Order for Reinstatement (Estate Not Closed)

PC 604, Petition for Removal of Personal Representative and Appointment of Successor

PC 607, Application/Petition to Reopen Estate

PC 608, Petition and Order to Change Venue

PC 617, Declaration of Inquiry

PC 625, Petition for Appointment of Guardian of Incapacitated Individual (use with corrections)

PC 631, Order Regarding Appointment of Guardian of Incapacitated Individual

PC 633, Letters of Guardianship

PC 634, Annual Report of Guardian on Condition of Legally Incapacitated Individual

PC 637, Order Following Review of Guardianship

PC 638, Petition to Terminate or Modify Guardianship/Conservatorship

SCAO Approved Court Forms - New and Revised (continued)

PC Forms (continued)

PC 638a, Order Regarding Appointment of Guardian/Conservator

PC 638b, Order Regarding Appointment of Guardian for Individual with Developmental Disability

PC 639, Petition for Appointment of Conservator/Protective Order (use with corrections)

PC 640, Order Regarding Appointment of Conservator

PC 641, Petition for Appointment of Guardian Ad Litem/Attorney/Lawyer Guardian Ad Litem

PC 645, Letters of Conservatorship (cannot use after 12/31/05)

PC 646, Petition for Approval of Sale of Real Estate

PC 650, Petition for Appointment of Limited Guardian of Minor (use with corrections)

PC 651, Petition for Appointment of Guardian of Minor (use with corrections)

PC 652, Limited Guardianship Placement Plan

PC 653, Order Regarding Appointment of Guardian/Limited Guardian of a Minor

PC 654, Annual Report of Guardian on Condition of Minor

PC 658, Petition for Appointment of Guardian, Individual with Alleged Developmental Disability (use with corrections)

PC 660, Order Appointing Guardian for Individual with Developmental Disability

PC 663, Report of Guardian on Condition of Individual with Developmental Disability

PC 669, Proof of Restricted Account and Annual Verification of Fund on Deposit (Conservatorship or Minor)

PC 670, Minor Guardianship Social History

PCM Forms

PCM 201, Petition/Application for Hospitalization (use with corrections)

PCM 209a, Supplemental Petition for Examination/Hospitalization and Order

SCAO Approved Court Forms - New and Revised (continued)

PCM Forms (continued)

PCM 214, Initial Order Following Hearing on Petition for Admission

PCM 217a, Order to Modify Order for Alternative Treatment or Combined Hospitalization and Alternative Treatment

PCM 219, Second or Continuing Order for Treatment

PCM 224, Petition for Judicial Admission (use with corrections)

PCM 230, Notification of Noncompliance and Request for Modified Order

PCM 236, Demand for Hearing

PCM 238, Notice of Hearing and Appointment of Attorney on Petition for Continued Hospitalization of Minor

PCA Forms

PCA 350, Motion and Order for Delayed Registration of Foreign Birth

FOC Forms

FOC 2a, Motion and Order to Show Cause for Contempt (Medical) (cannot use after 12/31/05)

FOC 6, Support Enforcement Order (use with corrections)

FOC 10, Uniform Child Support Order

FOC 10a, Uniform Child Support Order, No Friend of Court Services

FOC 10b, Uniform Spousal Support Order (rev. 11/05)

FOC 10c, Uniform Spousal Support Order, No Friend of Court Services (rev. 11/05)

FOC 14, Bench Warrant (use with corrections)

FOC 17, Annual Statutory Review (use with corrections)

FOC 19, Motion and Order to Show Cause for Contempt (Custody/Parenting Time)

FOC 30a, Order Confirming Registration of Out of State Support Order

SCAO Approved Court Forms - New and Revised (continued)

FOC Forms (continued)

FOC 81, Motion to Suspend License

FOC 84, Order Suspending License (use with corrections)

FOC 86, Order Rescinding License Suspension (use with corrections)

FOC 92, Notice to Release Lien

FOC 95, Findings and Report on Arrearage Payment Amount (use with corrections)

FOC 100, Domestic Relations Judgment Information (rev. 11/05)

FOC 102, Order Exempting Case From Friend of the Court Services

FOC 106, Notice of Redirection or Abatement of Child Support (cannot use after 12/31/05)

FOC 109, Motion for Payment Plan

FOC 110, Order for Payment Plan

FOC 111, Order Discharging Arrears

CHANGES TO PROBATE COURT ESTATE AND TRUST FORMS

- PC 548 Authorization to Release Will Held for Safe Keeping**
Made 4 digit field for social security number
- PC 549 Petition to Establish Death of Accident or Disaster Victim**
Made 4 digit field for social security number
- PC 550 Order Establishing Death of Accident or Disaster Victim**
Made 4 digit field for social security number
- PC 556 Petition and Order for Assignment**
Made 4 digit field for social security number, revised item 3 and 7a to accommodate payment by more than one individual, and corrected item 6
- PC 557 Notice of Intent to Request Informal Appointment of Personal Representative**
Revised third line and added Notice to foot of form
- PC 558 Application for Informal Probate and/or Appointment of Personal Representative**
Made 4 digit field for social security number, added item for copy of death certificate, added a parenthetical statement to item 5b, and added cite to form
- PC 559 Petition for Probate and/or Appointment of Personal Representative**
Made 4 digit field for social security number and added item for copy of death certificate
- PC 565 Testimony, Interested Persons**
Revised item 14
- PC 568 Register's Statement**
Corrected typographical error in item 2g and added a sentence to item 4
- PC 569 Order of Formal Proceedings**
Added sentence to item 13

CHANGES TO PROBATE COURT ESTATE AND TRUST FORMS (continued)

- PC 572 Letter of Authority for Personal Representative**
Revised language in the letters
- PC 573 Notice of Appointment and Duties of Personal Representative**
Corrected JIS code
- PC 574 Notice to Creditors**
Changed number of times notice needs to be published
- PC 582 Selection of Homestead Allowance and Exempt Property**
Changed title and completely revised to comply with current law
- PC 587 Notice of Continued Administration**
Changed order of boxes in item 1, added lines and instructions for noting changes in addresses for interested persons, removed Certificate of Mailing, and added use note
- PC 593 Petition for Complete Estate Settlement, Testacy Previously Adjudicated**
Added lines and instructions for noting changes in addresses for interested persons
- PC 594 Petition for Adjudication of Testacy and Complete Estate Settlement**
Added lines and instructions for noting changes in addresses for interested persons
- PC 595 Order for Complete Estate Settlement**
Revised item 17
- PC 598 Affidavit of Decedent's Successor for Delivery of Certain Assets Owned by Decedent**
Clarified item 6 and changed notarization to comply with 2003 PA 238
- PC 603 Petition and Order for Reinstatement (Estate Not Closed)**
Revised item 1 and added lines and instructions for noting changes in addresses for interested persons

CHANGES TO PROBATE COURT ESTATE AND TRUST FORMS (continued)

PC 604 Petition for Removal of Personal Representative and Appointment of Successor

Added lines and instructions for noting changes in addresses for interested persons

PC 607 Application/Petition to Reopen Estate

Added lines and instructions for noting changes in addresses for interested persons and added space for items 6 and 7

CHANGES TO GENERAL PROBATE COURT FORMS
(for use in estates, trusts, guardianships, conservatorships)

PC 563a Publication of Notice

New form

PC 564 Proof of Service

Changed item 4

PC 570 Bond of Fiduciary

Changed notarization to comply with 2003 PA 238

PC 577 Inventory

Added information about deducting loan amount from asset value and provided instruction on back regarding joint property

PC 583 Account of Fiduciary, Short Form

Added lines and instructions for noting changes in addresses for interested persons, added better instructions for completing item 2, and added parenthetical regarding financial institution statements

PC 584 Account of Fiduciary, Long Form

Added lines and instructions for noting changes in addresses for interested persons and added parenthetical regarding financial institution statements

PC 585a Petition to Allow Account(s)

Added lines and instructions for noting changes in addresses for interested persons

PC 586 Petition and Order

Added lines and instructions for noting changes in addresses for interested persons

PC 608 Petition and Order to Change Venue

Added lines and instructions for noting changes in addresses for interested persons, and added parenthetical statement to item 2

PC 617 Declaration of Intent to Give Notice by Publication

Changed title and added note about use

CHANGES TO GUARDIANSHIP AND CONSERVATORSHIP FORMS

- PC 625 Petition for Appointment of Guardian of Incapacitated Individual**
Made 4 digit field for social security number,
- PC 631 Order Regarding Appointment of Guardian of Incapacitated Individual**
Added sentence in item 9
- PC 633 Letters of Guardianship**
Added a field for telephone number of fiduciary
- PC 634 Annual Report of Guardian on Condition of Legally Incapacitated Individual**
Added lines for indicating the period for which the report is being made and added a note about service
- PC 637 Order Following Review of Guardianship**
Corrected typographical errors in items 5a and 5b
- PC 638 Petition to Terminate or Modify Guardianship/Conservatorship**
Added lines and instructions for noting changes in addresses for interested persons, added information about standby guardian, and removed MSA cites
- PC 638a Order Regarding Appointment of Guardian/Conservator**
Added sentence in item 9, added item 12, and changed use note
- PC 638b Order Regarding Appointment of Guardian for Individual with Developmental Disability**
New form
- PC 639 Petition for Appointment of Conservator/Protective Order**
Made 4 digit field for social security number
- PC 640 Order Regarding Appointment of Conservator**
Added sentence in item 10

CHANGES TO GUARDIANSHIP AND CONSERVATORSHIP FORMS (continued)

- PC 641 Petition for Appointment of Guardian Ad Litem/Attorney/Lawyer Guardian Ad Litem**
- Added separate option under item 5a, clarified use of item 5b, and removed MSA cites
- PC 645 Letters of Conservatorship**
- Removed requirement to notify court of change in ward's address in Notice to Conservator and added field for telephone number of fiduciary
- PC 646 Petition for Approval of Sale of Real Estate**
- Added lines and instructions for noting changes in addresses for interested persons and added statement about attaching copy of assessor's statement
- PC 650 Petition for Appointment of Limited Guardian of Minor**
- Made 4 digit field for social security number
- PC 651 Petition for Appointment of Guardian of Minor**
- Made 4 digit field for social security number
- PC 652 Limited Guardianship Placement Plan**
- Added fields for fiduciary's driver license number and date of birth
- PC 653 Order Regarding Appointment of Guardian/Limited Guardian of a Minor**
- Added sentence in item 9
- PC 654 Annual Report of Guardian on Condition of Minor**
- Added lines for indicating the period for which the report is being made and added a note about service
- PC 658 Petition for Appointment of Guardian, Individual with Alleged Developmental Disability**
- Made 4 digit field for social security number, added language to item 3 about foreign citizens

CHANGES TO GUARDIANSHIP AND CONSERVATORSHIP FORMS (continued)

PC 660 Order Appointing Guardian for Individual with Developmental Disability

Added sentence in item 13

PC 663 Report of Guardian on Condition of Individual with Developmental Disability

Revised JIS code, added lines for indicating the period for which the report is being made, and added a note about service

PC 669 Proof of Restricted Account and Annual Verification of Funds on Deposit (Conservatorship of Minor)

New form

PC 670 Minor Guardianship Social History

New form

CHANGES TO PROBATE COURT MENTAL COMMITMENT FORMS

PCM 201 Petition/Application for Hospitalization

Made 4 digit field for social security number and corrected typographical error in item 3c

PCM 209a Supplemental Petition for Examination/Hospitalization and Order

Added items 10 and 13

PCM 214 Initial Order Following Hearing on Petition for Admission

Added extra lines to items 13 and 14 and removed two lines from item 15

PCM 217a Order to Modify Order for Alternative Treatment or Combined Hospitalization and Alternative Treatment

Added extra lines to items 5 and 7 and removed the parenthetical statement in item 9

PCM 219 Second or Continuing Order for Treatment

Added and extra line to the first part of item 16 and removed one line from the second part of item 16

PCM 224 Petition for Judicial Admission

Made 4 digit field for social security number

PCM 230 Notification of Noncompliance and Request for Modified Order

Indented items 6a, 6b, and 6c

PCM 236 Demand for Hearing

Revised item 1 and added new item 6

PCM 238 Notice of Hearing and Appointment of Attorney on Petition for Continued Hospitalization of Minor

Corrected typographical error in item 4

CHANGES TO PROBATE COURT ADOPTION FORMS

PCA 350 Motion and Order for Delayed Registration of Foreign Birth

Revised item 4

CHANGES TO FRIEND OF THE COURT FORMS

FOC 2a Motion and Order to Show Cause for Contempt (Medical

Removed item 1, renumbered form, revised new items 2 and 3, and corrected the Certificate of Mailing

FOC 6 Support Enforcement Order

Added new item 14 and renumbered remaining items

FOC 10 Uniform Child Support Order

Added option regarding standard provisions, created fields for separate effective dates for support and child care in item 3, and revised item 11

FOC 10a Uniform Child Support Order, No Friend of Court Services

Corrected numbering of items, created fields for separate effective dates for support and child care in item 3, and removed reference to surcharge in item 6

FOC 10b Uniform Spousal Support Order

New form

FOC 10c Uniform Spousal Support Order, No Friend of Court Services

New form

FOC 14 Bench Warrant

Removed field for social security number

FOC 17 Annual Statutory Review

Removed item 1c and MSA cite

FOC 19 Motion and Order to Show Cause for Contempt (Custody/Parenting Time)

Added new item 6 and corrected the Certificate of Mailing

FOC 30a Order Confirming Registration of Out of State Support Order

Removed item 6, renumbered the remaining items, corrected the cite, and corrected the Certificate of Mailing

CHANGES TO FRIEND OF THE COURT FORMS (continued)

FOC 81 Motion to Suspend License

Corrected the title in the lower left-hand corner of the form and corrected the Certificate of Mailing

FOC 84 Order Suspending License

Removed field for social security number and revised notarization to comply with 2003 PA 238

FOC 86 Order Rescinding License Suspension

Removed field for social security number and corrected the Certificate of Mailing

FOC 92 Notice to Release Lien

Reformatted for register of deeds and corrected the Certificate of Mailing

FOC 95 Findings and Report on Arrearage Payment Amount

Removed field for social security number

FOC 100 Domestic Relations Judgment Information

New form

FOC 102 Order Exempting Case From Friend of the Court Services

Corrected typographical in item 7 on back and corrected the Certificate of Mailing

FOC 106 Notice of Redirection or Abatement of Child Support

Corrected references to the person with whom the minor children are living so that it refers to the person with legal responsibility for the minor children

FOC 109 Motion for Payment Plan

New form

FOC 110 Order for Payment Plan

New form

FOC 111 Order Discharging Arrears

New form